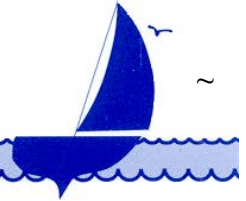




City of Des Moines, Washington

JOB DESCRIPTION



CAPITAL IMPROVEMENT PROGRAM PROJECT MANAGER

Regular, Full-time

Salary Grade: E-28

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Technicians

Nature of Work

Under the general direction of the Public Works Director, the Capital Improvement Program Project Manager is responsible for managing public works contracts to integrate the needs of City departments into the contracting process and to ensure compliance with state and local public works, professional services, and purchased services contracting statutes and ordinances. The position requires heavy interaction with various City departments and fire and utility districts. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Work is reviewed by the Planning, Building and Public Works Director through evaluation of work programs, reports, and capital project results.

Essential Functions

- Plans, budgets and schedules assigned Capital Improvement Program projects.
- Assists in development and advertisement of requests for qualifications and proposals and invitations for bids for assigned projects.
- Receives and evaluates bid proposals. Rejects bids for non-compliance with bidding requirements.
- Negotiates consultant services agreements and contracts.
- Negotiates contract amendments and resolves contract disputes.
- Directs and monitors contracts including but not limited to maintenance of project records, processing of payment requests, monitoring of contract schedules and quality control programs, acceptance and approval of as-built records, coordination of acceptance and occupancy, and contract closeout.
- Issues notice to proceed.
- Coordinates City-provided project design and permitting issues, inspections and quality assurance.
- Coordinates project work with other jurisdictions and City programs as required.
- Provides routine inspections of construction for compliance with contract terms.
- Serves as City's on-site project representative to coordinate City issues.
- Integrates projects with City facility management and maintenance programs by incorporating life-cycle cost and maintenance considerations into design and construction.
- Assists with development and management of annual consultant roster and the City's use of the MRSC small works roster.
- Serves as member of the Planning, Building and Public Works Department Leadership Team.
- Provides briefings and status reports, orally or in writing.

- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of cost analysis, budgeting, and contract management practices.
- Knowledge of federal, state, and municipal contracts, development, and bid requirements.
- Knowledge of City operations including but not limited to facilities, arterial streets, storm water facilities, permitting requirements, finance and budget requirements.
- Basic knowledge of computers, software applications, including use of spreadsheets and databases.
- Ability to perform multiple tasks in a variety of professional disciplines including but not limited to planning, estimating, budgeting, project management, and capital cost accounting.
- Strong organizational skills.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise independent judgment.
- Ability to prioritize, organize, plan, and coordinate the work based on City and Department objectives.
- Ability to direct multiple on-going contracts simultaneously.
- Ability to deliver quality capital projects on time and within budget.
- Ability to develop policies and objectives to ensure quality, on-time, and within budget projects.
- Ability to establish and maintain cooperative and effective working relationships with staff, contractors, and the general public.
- Ability to maintain strict confidentiality regarding sensitive matters.
- Ability to maintain accurate project records.
- Ability to respond to facility related emergencies.
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to perform basic math.
- Ability to provide technical information and assistance concerning project and contract issues.
- Ability to maintain current knowledge of best practices, procedures, regulations, requirements and restrictions.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to work evenings, weekends, and/or holidays as necessary.
- Ability to maintain on-call status.
- Ability to perform the essential functions of the position.

Education and Experience Requirements

- Bachelor's degree in Construction Management, Project Management, Engineering or related field.
- Five years' experience construction or public works project management.
- Experience may be substituted for the educational requirement on a year-for-year basis.

- Public sector experience preferred.

Special Requirements

- Occasional evening, weekend, and/or holiday work is required. Position is “on call.”
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Environment:

Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

Physical Abilities:

Continuous talking and hearing. Frequent standing, walking, sitting, and fingering. Occasional reaching, feeling, bending, handling, repetitive motions of feet, and repetitive motions of hands and wrists required. Must be able to occasionally push, pull, lift, and carry objects weighing up to 100 pounds. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery.

Hazards:

Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from unstable and uneven walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the

scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.